United Nations ST/IC/2011/25

Secretariat

8 September 2011

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the High-level Plenary Meeting of the General Assembly on the Prevention and Control of Non-communicable Diseases, to be held on 19 and 20 September 2011; the High-level Plenary Meeting of the General Assembly on the theme "Addressing desertification, land degradation and drought in the context of sustainable development and poverty eradication", to be held on 20 September; the period of the general debate, to be held from 21 to 24 September and on 26 and 27 September; and the High-level Plenary Meeting of the General Assembly to commemorate the tenth anniversary of the adoption of the Durban Declaration and Programme of Action, to be held on 22 September**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the High-level Plenary Meeting of the General Assembly on the Prevention and Control of Non-communicable Diseases, to be held on 19 and 20 September 2011; the High-level Plenary Meeting of the General Assembly on the theme "Addressing desertification, land degradation and drought in the context of sustainable development and poverty eradication", to be held on 20 September; the period of the general debate, to be held from 21 to 24 September and on 26 and 27 September; and the High-level Plenary Meeting of the General Assembly to commemorate the tenth anniversary of the adoption of the Durban Declaration and Programme of Action, to be held on 22 September. Owing to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 19 September, through Friday, 30 September 2011. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At the present time, it is expected that on the weekend of 17 and 18 September, First Avenue will be open to vehicular traffic.

* Expiration date of the present information circular: 9 September 2012.

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2. The United Nations will be closed to the public from 4 p.m. on Sunday, 18 September, until close of business on Friday, 30 September 2011. During this period, guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Saturday, 1 October 2011, when guided tours will resume a regular schedule.

3. During the same period, individuals holding retiree passes, temporary (non-photo) passes, recreational club passes, courtesy passes (with the exception of Protocol courtesy passes), as well as outside messengers, will not be admitted to the United Nations complex. This should be taken into account when scheduling all appointments and meetings during the period indicated. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in that regard. All packages entering the United Nations complex will be subject to search.

Admission to Headquarters buildings

4. Staff members, affiliates and accredited information media representatives will be admitted to the United Nations premises only upon the presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, will be strictly enforced. It is the responsibility of staff members to ensure that their grounds passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on First Avenue at 45th Street, upon the presentation of an application obtained from the staff member's executive office/administrative unit. Staff members who arrive without their grounds passes will be directed to the information and reception desk, located in the lobby of the UNITAR Building, to obtain a day pass upon the verification of the staff member's identity. The entrance of the UNITAR Building is located on 45th Street between First and Second Avenues. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

Admission of non-United Nation persons

5. For the period of the high-level meetings and the general debate, the information and reception desk in the lobby of the General Assembly Building will be relocated to the lobby of the UNITAR Building, located as indicated in paragraph 4 above.

Access at the 42nd and 46th Street entrances

6. During the sixty-sixth session, staff members, including those bearing only the United Nations laissez-passer, resident correspondents utilizing the Cafeteria or the Library Building and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. Owing to the heightened security arrangements currently in effect, the 46th Street Visitors Entrance and screening area will be used by all United Nations staff members, interns, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass along with the secondary meeting-specific passes issued by the sponsor of the event or the non-governmental organization liaison office. Furthermore, delegates who are not in possession of Protocol passes for the General

Assembly Hall, members of the information media and those who possess courtesy and temporary building passes will also be required to utilize the 46th Street Visitors Entrance. The aforementioned persons using the 46th Street entrance will be required to pass through a magnetometer.

7. The opening hours of the pedestrian entrances will be as follows:

42nd Street and First Avenue:	6 a.m. to close of business
46th Street and First Avenue:	7 a.m. to close of business
47th Street and First Avenue:	7 a.m. to close of business

Access through the Delegates Entrance

8. Owing to the constant flow of motorcades and other vehicular traffic, during the heightened security period from Monday, 19 September, through Friday, 30 September 2011, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed. Therefore, the entrance at the south side gate, at 46th Street and First Avenue, will be reserved for the use of high-level VIPs, delegates bearing Protocol secondary access cards and senior United Nations officials bearing a gold-coloured grounds pass.

Access to the North Lawn Building

9. During the period of the high-level meetings and the general debate, the pedestrian entrance at 47th Street and First Avenue will be used only by VIPs, members of delegations, Permanent Representatives to the United Nations and senior United Nations officials bearing a gold-coloured grounds pass. All staff, affiliates and representatives of non-governmental organizations with a secondary pass will enter the North Lawn Building through the 46th Street Visitors Entrance. They will be required to pass through the screening tent and enter the General Assembly Building before exiting through the Canadian Doors. Entry to the North Lawn Building will be by means of the stairs to the Rose Garden and through the east side entrance doors.

Access for members of the information media

10. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street and First Avenue media entrance and present a valid United Nations grounds pass or other proper documentation for accreditation. A media screening tent and a media accreditation tent have been installed on the Public Plaza. Access to the media screening tent will be gained by using the ramp for persons with disabilities, located on the north side of the Visitors Entrance. Following the screening process, persons who need media accreditation will be required to proceed to the media accreditation tent. Members of the media who wish to proceed to the third-floor media liaison desk in the General Assembly Building will be required to use the exterior ramp located on the east side of the General Assembly Building and to access the staircase within the nech area of the second floor. Members of the media who wish to proceed to the Media Centre (Conference Room 1, North Lawn Building) and have followed the screening process will proceed from the media screening area or the media accreditation tent across the Plaza, take the metal staircase on the north side down to

the ground level of the North Lawn Building and access the south side doors to the back entrance of Conference Room 1. Video crews accompanying resident and non-resident correspondents, as well as temporary correspondents, will use only the 46th Street entrance, where they and their equipment will be subject to security screening.

11. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times within restricted areas, as well as in the North Lawn Building.

12. In connection with the closure of First Avenue, the traffic median at 46th Street and First Avenue will be used by satellite communications vehicles and their personnel.

Access to restricted areas

13. During the period from Monday, 19 September, through Friday, 30 September 2011, access to restricted areas will be given only to those bearing United Nations grounds passes and the appropriate colour-coded access passes (secondary passes).

14. The bilateral meeting areas are located on the second, third and fourth balconies of the General Assembly Hall, on the second floor of the North Lawn Building in Conference Rooms A and B and in the South Lounge. Those areas will be reserved for members of delegations and staff conducting official business, and will require proper United Nations grounds passes for access. The conference rooms in the North Lawn Building will be utilized for round-table meetings during the period of the high-level meetings and the general debate; therefore, admission to the conference rooms during this period will require secondary access cards.

15. To the extent that space is available, staff members, interns and representatives of non-governmental organizations will be afforded access to the fourth balcony seating areas of the General Assembly Hall and conference rooms upon the presentation of their United Nations grounds pass and the specific meeting ticket including the date, time and site of the event.

Access to room GA-200

16. In order to facilitate access to room GA-200 (defined as a "restricted area"), a secondary access card is required in conjunction with the United Nations grounds pass. The GA-200 secondary access card will be issued through the Protocol and Liaison Service to those individuals whose duties/functions require their presence there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

Pass and identification offices: UNITAR Building and public plaza

17. The Pass and Identification Unit, located in room U-100, UNITAR Building, on First Avenue at 45th Street, will be open to staff members and members of the delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre located on the public plaza.

18. On Friday, 30 September 2011, all pass and identification operations will return to normal and the hours of operation will be from 9 a.m. to 4 p.m.

Closure of First Avenue

19. It is anticipated that from Monday, 19 September, through Friday, 30 September, the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to all vehicular traffic, with the exception of escorted motorcades. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their United Nations grounds passes.

20. The pedestrian crossing points at 42nd, 46th and 49th Streets on First Avenue will be briefly closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during such intermittent closings of First Avenue, pedestrian traffic will be suspended until the motorcade enters or departs the United Nations complex.

21. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building at 45th Street between First and Second Avenues.

22. The Secretariat Circle will be closed to vehicular traffic. On Monday, 19 September 2011, authorized vehicles may enter the United Nations garage beginning at 4 a.m. at the 48th Street vehicular entrance (see paras. 26 and 27 for details), and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis until the close of business on Friday, 30 September 2011.

Closure of the United Nations garage

23. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 18 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 19 September. All vehicles must be removed no later than 10 p.m. on Sunday, 18 September, until the reopening of the garage.

Alternative parking while the garage is closed

24. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 18 September, parking has been allocated in the following locations: both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park in those locations from 7 a.m. on Sunday, 18 September, to 7 a.m. on Monday, 19 September 2011. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by Host Country authorities. Parking at bus stops and hydrants and double-parking is not permitted.

Access to the United Nations garage

25. Passenger vehicles with valid authorization to park in the United Nations garage will be required to adhere to specific instructions from 6 a.m. to 8 a.m., from Monday, 19 September, through Friday, 30 September, as follows:

(a) **Northbound on First Avenue.** Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the extreme

right lane of the underpass between 41st Street through 49th Street. Upon exiting the underpass, the staff members will be required to make a U-turn onto First Avenue (counter flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage;

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter flow, which will be coordinated by the Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage.

26. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. onward are instructed to proceed to the 49th Street and FDR Drive exit from Monday, 19 September, through Friday, 30 September, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right hand lane, which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the Service Drive leading to the 48th Street garage entrance;

(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will stay in the extreme left lane, which will permit them to proceed to the security checkpoint at the garage entrance;

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan will need to access the underpass, which begins at 41st Street and First Avenue. In order to approach the underpass vehicles travelling on Second Avenue will be required to turn onto any eastbound street leading to First Avenue (39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in subparagraph (a) above.

Please see the diagrams that follow this page for vehicular access to the garage.

Parking

27. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint prior to the entry of the vehicle onto the premises.

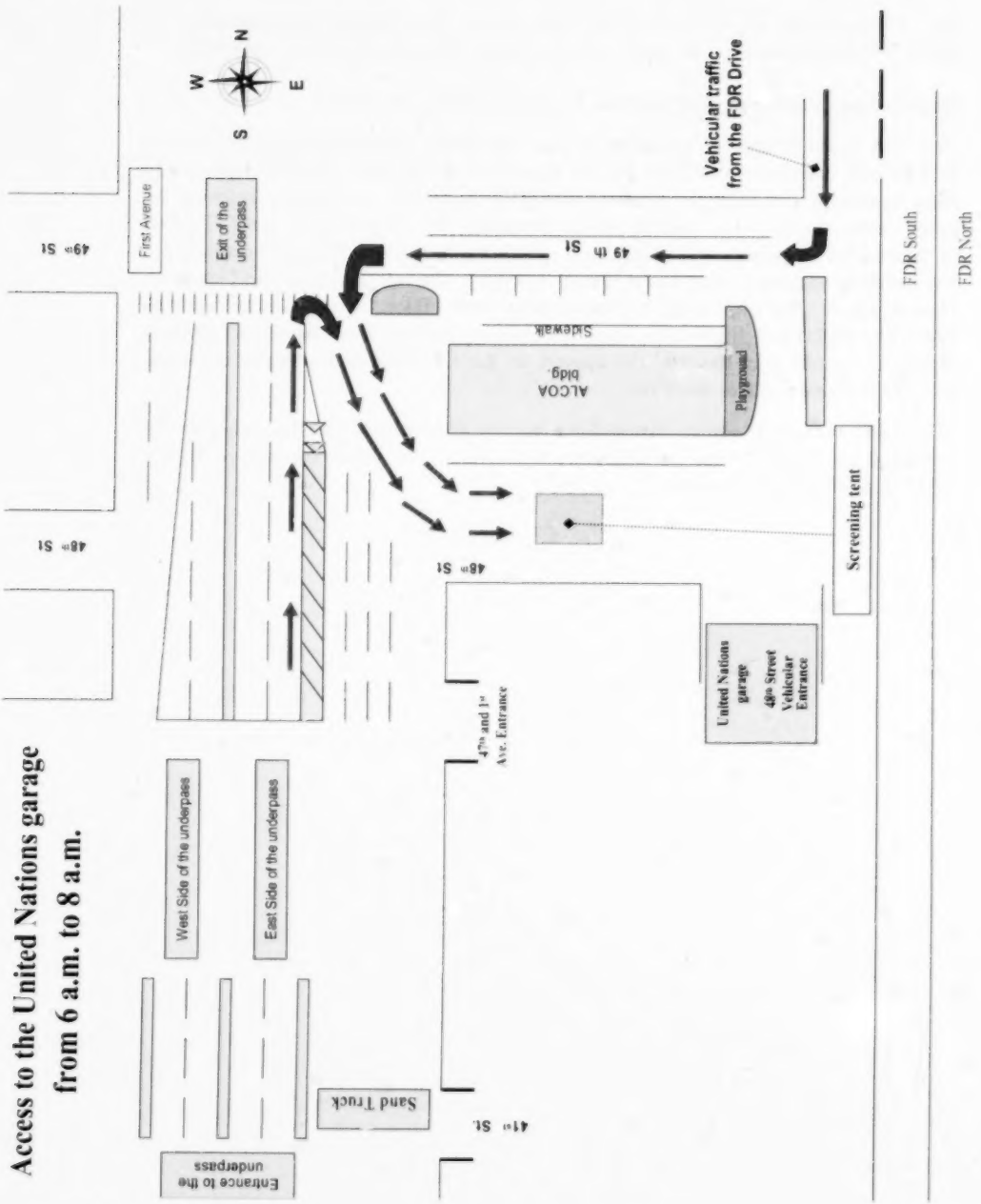
28. All vehicles entering the premises will be searched. Limitations on vehicle contents would be highly appreciated in order to facilitate and expedite the security clearance.

29. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Monday, 19 September, through Friday, 30 September.

Dining room, other catering facilities and commercial operations

30. The hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. and reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should be noted that during the period from Monday, 19 September, until Friday, 30 September, no guests will be allowed entry onto the United Nations premises for any function without proper accreditation. Owing to the integration of the Delegates Dining Room into the main Cafeteria area (first floor, South Annex), events involving high-level dignitaries may necessitate the implementation of security measures, resulting in the periodic closure of the Cafeteria and surrounding areas during the movements of the VIPs.

31. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the Cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m.


Access to the United Nations garage from 6 a.m. to 8 a.m.
Vehicular traffic from the FDR Drive
FDR South
FDR North
Screening tent
United Nations garage
48th Street Vehicular Entrance
ALCOA bldg
Playground
Sidewalk
49 th St
48th St
47th St
First Avenue
Exit of the underpass
West Side of the underpass
East Side of the underpass
Entrance to the underpass
Sand Truck
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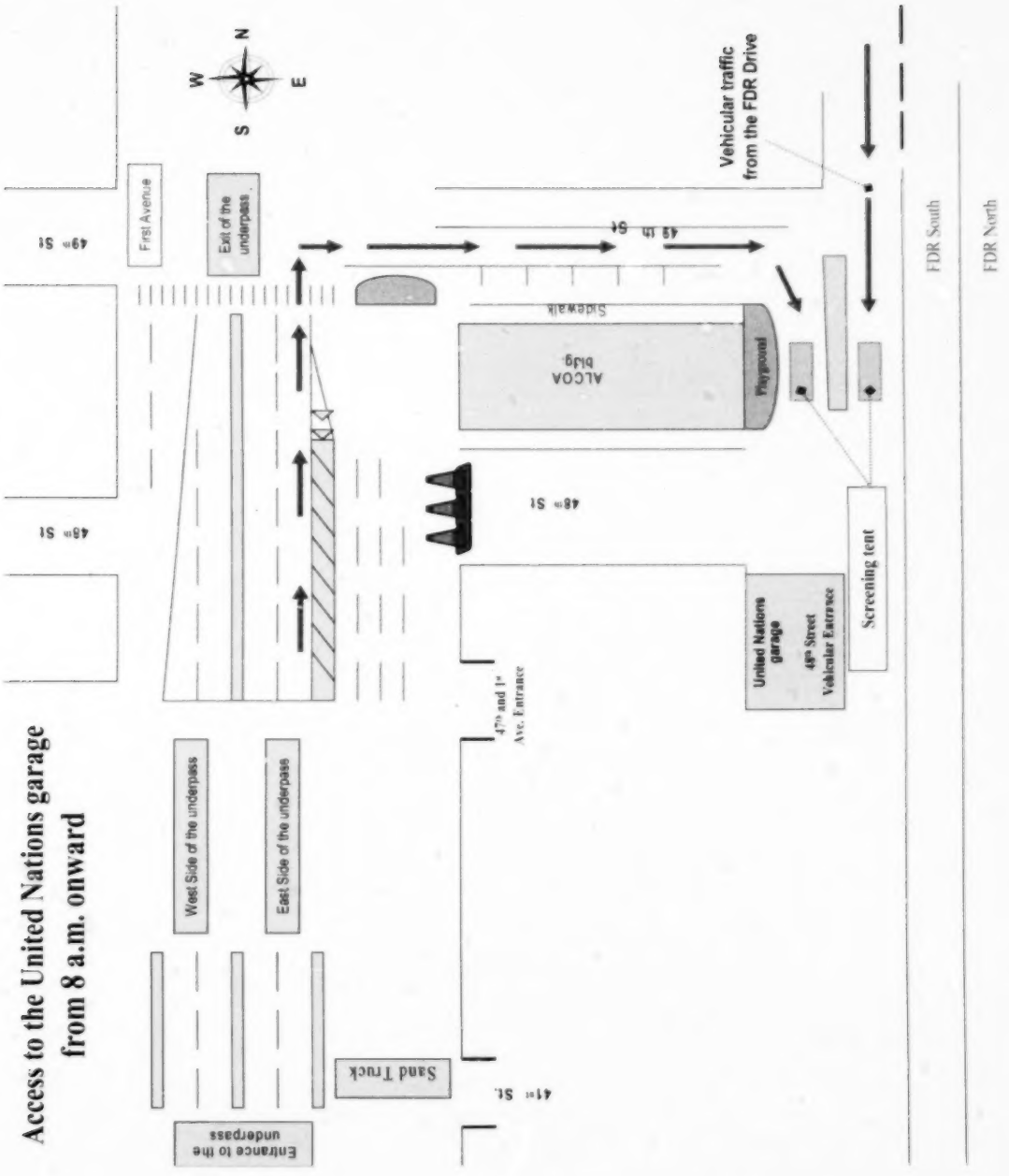
Access to the United Nations garage from 8 a.m. onward
Vehicular traffic from the FDR Drive
FDR South
FDR North
Screening tent
United Nations garage
48th Street Vehicular Entrance
47th and 1st Ave. Entrance
Sand Truck
Entrance to the underpass
West Side of the underpass
East Side of the underpass
Exit of the underpass
First Avenue
ALCOA bldg
Playground
Sidewalk
49th St
48th St
41st St

United Nations ST/IC/2011/26

Secretariat

4 October 2011

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Membership of the Joint Harassment Prevention Boards**

1. The purpose of the present circular is to inform the staff of the composition of the Joint Harassment Prevention Boards established in Geneva, Nairobi, New York and Vienna and in the regional commissions other than the Economic Commission for Europe, in accordance with section 1 of ST/SGB/2008/14.

2. The current membership has been formed based on requests for nominations made to departments and offices where a Board is established.

3. The formation of the following Joint Harassment Prevention Boards for a two-year term is complete, with the following members and alternates approved on the basis of nominations received.

I. Geneva

Members

Ms. Nadia Abou-Rida-Sparks (Management)	United Nations Office at Geneva
Ms. Elizabeth James (Staff)	Economic Commission for Europe

Alternates

Mr. Patrick Goergen (Management)	United Nations Office at Geneva
Mr. Mohamed Chiraz Baly (Staff)	United Nations Conference on Trade and Development

* The present circular is in effect until further notice.

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II. Nairobi

Members

Ms. Nooriya Koshen (Management)	United Nations Office at Nairobi
Ms. Elizabeth Wamukoya (Staff)	United Nations Environment Programme

Alternates

Ms. Dorothy Mutizwa-Mangiza (Management)	United Nations Human Settlements Programme (UN-Habitat)
Mr. Philip Migire (Staff)	United Nations Office at Nairobi

III. New York

Members

Ms. Ann de la Roche (Management)	United Nations Headquarters
Ms. Isabelle Der-Kevorkian (Staff)	United Nations Headquarters

Alternates

Mr. Christian Saunders (Management)	United Nations Headquarters
Ms. Irmina Jose (Staff)	United Nations Headquarters

IV. Vienna

Members

Mr. Michael Nickovich (Management)	United Nations Office at Vienna
Ms. Alexandra Souza Martins (Staff)	United Nations Office on Drugs and Crime

Alternates

Mr. Christopher Quijano-Evans (Management)	United Nations Office on Drugs and Crime
Ms. Claire Edwards (Staff)	United Nations Office at Vienna

V. Economic Commission for Africa

Members

Ms. Felista Ondari (Management)	Economic Commission for Africa
Ms. Mulutsega Legesse (Staff)	Economic Commission for Africa

Alternates

Mr. Amareswara Rao (Management)	Economic Commission for Africa
Mr. Adeyinka Adeyemi (Staff)	Economic Commission for Africa

VI. Economic and Social Commission for Asia and the Pacific

Members

Ms. Nanda Krairiksh (Management)	Economic and Social Commission for Asia and the Pacific
Mr. Marco Roncarati (Staff)	Economic and Social Commission for Asia and the Pacific

Alternates

Mr. Adnan H. Aliani	Economic and Social Commission for Asia and the Pacific
Ms. Surang Chanteeradate (Staff)	Economic and Social Commission for Asia and the Pacific

VII. Economic Commission for Latin America and the Caribbean

Members

Mr. Raul Garcia-Buchaca (Management)	Economic Commission for Latin America and the Caribbean
Mr. Gabriel Perez (Staff)	Economic Commission for Latin America and the Caribbean

Alternates

Ms. Maria Elisa Bernal (Management)	Economic Commission for Latin America and the Caribbean
Ms. Kristina Taboulchanas (Staff)	Economic Commission for Latin America and the Caribbean

VIII. Economic and Social Commission for Western Asia

Members

Mr. David Iyamah (Management)	Economic and Social Commission for Western Asia
Mr. Juraj Riecan (Staff)	Economic and Social Commission for Western Asia

Alternates

Ms. Anastasia Wilson (Management)	Economic and Social Commission for Western Asia
Ms. Rania Al-Jazairi (Staff)	Economic and Social Commission for Western Asia